

[Your Company Letterhead]

[Date]

[Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

Subject: Initiation of Debt Collection Process

Dear [Debtor's Name],

I hope this message finds you well. We are writing to inform you that your account with [Your Company Name], account number [Account Number], has an outstanding balance of [Amount Due], which was due on [Due Date]. Despite our previous reminders, we have yet to receive payment. Please be advised that if we do not receive payment or a response from you by [Final Payment Date], we will be forced to initiate the debt collection process.

To avoid further action, please remit payment by the stated date. If you have already sent your payment or believe this message to be in error, please contact us immediately at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]